

Employee Suggestion No. 380

A. Information About the Suggester:

[REDACTED], GS-11, Fiscal Accountant, Finance Division

25X1A9a

B. Summary of the Suggestion:

The suggester proposes that inter-office memos be answered by a brief note in longhand on the face of the original memo, or, if more space is needed, the reply be typed on the back of the original. It is further proposed that the number of copies of memoranda and other material be kept at an absolute minimum. (The above are two of nine proposals included in the suggestion--the remaining seven were considered to be either already in effect or nonadoptable, and are not herein contained.)

C. Evaluation:

The Office of General Services has evaluated the suggestion as follows:

"...7. Items 7 and 8 of Suggestion No. 380 pertain to reduction of the number of copies of memorandums and other material prepared by offices. Existing instructions in the Correspondence Manual prescribe the number of copies. The number of copies can be controlled by the originating office. Preparation of interoffice memorandums providing for the preparation of a reply in longhand on the face of the original letter will save considerable time and paper. It is a good suggestion and should be used where appropriate throughout the Agency....

"9. We will incorporate the intent of Items 7 and 8, Suggestion 380 in our revised Correspondence Procedures and Instructions now in progress of preparation."

D. Recommendation:

It is recommended that the Committee consider an award to the suggester, the amount to be in keeping with the Scale of Awards for suggestions with intangible benefits.